

ENCODED DESCRIPTION

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OVERVIEW

In the “Watch” section, we [fill in when we decide]

For the “Do” activity, we now ask you to create your own EAD-XML record using ArchivesSpace, a commonly-used archival information management system. During this activity, you will be introduced to an interface that allows you to input data using forms and export that data as a structured XML file to consider how humans and computers read and process information (i.e. communicate).

DIRECTIONS

- 1) Find a few items to act as a collection (paper or computer documents, photos, books, etc.)
- 2) In your browser, access the Archives Staff interface in the ArchivesSpace
 - a) Navigate to ArchivesSpace sandbox: <https://sandbox.archivesspace.org/>
 - b) Select the “Staff Interface” link in the footer
 - c) Login using “admin” for both username and password
- 3) Briefly explore the interface to become acquainted with the feature locations
- 4) Create a new “Resource” to be the main umbrella for your collection
 - a) Enter the required information about your “collection” into the fields marked with a red asterisk (you may invent your own content, or copy the sample text below)
 - i) Title: Graciany Miranda Archilla papers
 - ii) Identifier: MSS 025
 - iii) Level of Description: Collection
 - iv) Language: English
 - v) Date Label: Creation
 - (1) Expression: 2020
 - vi) Date Type: Single
 - (1) Begin: 2020
 - vii) Extent Portion: Whole

- viii) Extent Number: 2
 - ix) Extent Type: Cubic Feet
 - x) Language of Description: English
 - xi) Script of Description: Latin
 - b) Optional: Fill in any other non-required fields that you want
 - c) Save the Resource - upon reloading, you should see a new area with the beginning of your collection hierarchy near the top of the page
- 5) Create item-level records within your Collection
- a) Select "Add Child" to generate a New Archival Object
 - b) Fill in the required fields
 - i) Title: Account Book
 - ii) Level of Description: Item
 - iii) Date Label: Creation
 - (1) Expression: 2020
 - iv) Date Type: Single
 - (1) Begin: 2020
 - c) Optional: Fill in any other fields that you want
 - d) Save the Item by clicking "Save Archival Object" (alternately, you may click the "+1" button to the right to save this item and begin the process of creating another one.
- 6) Export the EAD version
- a) Return to the top-level resource record
 - b) Select "Export" dropdown
 - c) Select "Download EAD"
- 7) Open the EAD-XML
- a) Either right-click on the file to open it with your browser
 - b) Or Download a free text editor ([Sublime Text](#), [Atom](#), etc.) to open in a text editor
- 8) Examine the file and ask yourself the following questions:
- a) Which parts seem like they are more meant for a computer to read? Why?
 - b) Which parts seem like they are meant for a human to read? Why?
 - c) Where can you see content standards and structural standards being utilized?
 - d) Can you identify the relationship between these parts and your experience creating this record in ArchivesSpace and your experience viewing the PDF?

9) Compare to a robust EAD-XML

- a) Select and open a Finding Aid XML file from the Library of Congress:
<https://findingaids.loc.gov/source/main>
- b) Ask yourself:
 - i) What is different from your EAD? Why do you think that might be?
 - ii) How do those differences relate to the differences in standards noticed before?